

**TOWN OF ADDISON
VOLUNTEER JOB DESCRIPTION**

JOB TITLE: Bilingual Court Clerk

DEPARTMENT: Financial and Strategic Services

JOB DUTIES: Assist staff with the processing of court records (accepting payments, filing, calling defendants to establish payment plans, etc) and communicating with customers that only speak Spanish.

MINIMUM QUALIFICATIONS

Education – High school diploma.

Experience – No experience required.

Time Commitment – Prefer commitment of at least 20 hours a week, but we can be flexible depending upon the circumstances.